



**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION**



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546  
Phone: (860) 594-2178

August 1, 2016

Dear Contractor:

Subject: 1391 Report for 2016

You are receiving this letter because your firm has been identified as working on one or more Connecticut Federal-Aid Highway construction projects which was active during the month of July 2016. All contractors and subcontractors who perform work on any Connecticut Federal-Aid Highway construction project valued at \$10,000 or more (regardless of tier), must complete a 1391 Report. When completing the 1391 Report, please report the highway construction employment data separately for each federal-aid highway construction project, using the last pay period occurring during the month of July 2016.

Enclosed please find detailed instructions on how to complete and submit the report electronically (<http://www.ct.gov/dot/cwp/view.asp?a=2288&Q=482792>).

**Please submit the completed report electronically no later than August 26, 2016.**

If you have any questions, please contact Phylisha Coles by email at [phylisha.coles@ct.gov](mailto:phylisha.coles@ct.gov) or by phone at (860) 594-2178. Your cooperation in this effort is greatly appreciated.

Sincerely,

Phylisha Coles  
E.E.O. Specialist 1  
Office of Contract Compliance  
Bureau of Finance and Administration

Enclosure